

NIH POLICY MANUAL

1710 NIH Manual System*

Issuing Office: OM/OMA/DMS 301-496-2832

Release Date: 09/01/04

1. **Explanation of Material Transmitted:** This revised chapter, written using Plain Language requirements, contains policy and procedures for issuing NIH Manual Chapters. It contains an additional new approval level for finance and travel NIH Manual Chapters - the NIH Deputy Chief Financial Officer. The chapter also contains updated URLs and revised review and approval forms (NIH Forms 414-6 and 414-7).

NIH Manual Chapters are accessible (except for information technology and grants chapters, and delegations of authority) to anyone with Internet connections.

2. **Filing Instructions:**

Remove: NIH Manual 1710 dated 07/03/01

Insert: NIH Manual 1710 dated 09/01/04

Please Note:

- For questions on this chapter, contact the issuing office listed above
- For on-line information on the NIH Manual System, go to <http://www1.od.nih.gov/oma/manualchapters/>

Plain Language: We try to write clearly. If you can suggest how to improve the clarity of this information, please call (301) 496-2832 or email manuals@od.nih.gov.

***The NIH Manual System contains guidance for NIH employees and is the official NIH policy issuing mechanism. It is appropriate to write an NIH Manual Chapter when an NIH component plans to issue a policy that affects: (1) a significant number of people at NIH; or (2) people outside the policy issuing office.**

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Appendix 1 - Writing NIH Manual Chapters - Summary of Information for Issuing Offices

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A. What is the purpose of this chapter?

This chapter describes the NIH Manual System and establishes procedures to follow when you prepare a new or a revised NIH Manual Chapter for electronic distribution throughout NIH via the NIH Manual System Web Site.

The NIH Manual System Web Site is located on the Web at <http://www1.od.nih.gov/oma/manualchapters/>. The chapters are available in both a searchable web format and a PDF (Portable Document Format) format for local printing as needed. NIH Manual Chapters are accessible to those with internet connections. (Internal information technology, grants chapters in the 4000 & 5000 series, and all Delegations of Authority in the 1130 series are limited to internal NIH staff only.) This chapter provides you with the guidance needed to prepare your chapter for electronic distribution via the Web. Appendix 1 contains a summary of this information for Issuing Offices.

B. What other policies are relevant to this chapter?

1. HHS General Administration Manual Chapter 1-00 “HHS Staff Manual System”
2. NIH Manual 1743 “Keeping and Destroying Records” available on the Web at <http://www1.od.nih.gov/oma/manualchapters/management/1743/>
3. NIH Manual 1750 “NIH Management Control Program” available on the Web at <http://www1.od.nih.gov/oma/manualchapters/management/1750/>
4. Plain Language Website at <http://www.plainlanguage.gov> and Plain Language Initiative at NIH at <http://execsec.od.nih.gov/>
5. Memorandum from Deputy Director for Management to NIH Executive Officers and NIH Manual System Contacts, dated February 20, 1998 on “New Requirements for All NIH Manual Chapter.”
6. Data Quality Act, Section 515 of the Treasury and General Government Appropriation Act of 2001

C. What is the NIH Manual System?

The NIH Manual System is the formal mechanism for issuing NIH policy. The System is comprised of a series of NIH Manual Chapters. It provides an organized, central repository of information that is accessible to all NIH employees.

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Designated offices have the responsibility for writing new and revising existing NIH Manual Chapters that fall within the various functional areas that comprise the System.

1. How does the Office of Management Assessment (OMA) number and issue the NIH Manual Chapters series?

We number and issue individual NIH Manual Chapters based on the following functional series. In turn, we assign numbers within each of the functional series.

- Management (1000 - excludes 1130 [DOAs])
- Equal Opportunity (2200)
- Human Resources [Personnel] (2300)
- Ethics (2400) - pending
- Property and Logistics (2600)
- Information Technology (2800)
- Intramural (3000)
- Grants (4000 and 5000)
- Acquisition (6000 - includes all simplified acquisition and contract policy)
- Combined Grants and Contracts (7000)

2. How are Delegations of Authority included in the NIH Manual Chapters series?

The NIH Manual System includes NIH Manual Chapter 1130, Delegations of Authority <http://www1.od.nih.gov/oma/manualchapters/>. The issuing process for delegations differs from the process that we use to issue NIH Manual Chapters. Please contact the NIH Delegations Officer at 301-496-2832 if you need assistance.

D. What are the responsibilities of the various NIH offices involved in the writing, revision, review, approval, and posting of a chapter?

1. Management Guidance and Operational Responsibilities:

The Division of Management Support (DMS), OMA, is responsible for:

- assisting all issuing offices with the NIH Manual System upon request;
- ensuring the appropriate review of draft chapters by functional area staff within OMA;

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- processing approved NIH Manual Chapters (new, revised, and rescinded);
- processing new and/or revised NIH forms to be included in NIH Manual Chapters;
- converting final chapters (that issuing offices submit in Word or WordPerfect) to *.html* (Hyper Text Markup Language) and *.pdf* formats, and posting them on the NIH Manual System Web Site. [HTML is the authoring language used to create documents on the Web; PDF is a file format developed by Adobe Systems that captures formatting information from a variety of desktop publishing applications, making it possible to send files as formatted documents and have them appear on the recipient's monitor or printer as they were intended.];
- sending announcements on the NIH-MANUAL-CHAPTERS e-mail listserv to appropriate NIH staff concerning new, revised, and rescinded NIH Manual Chapters; and
- maintaining the permanent official record of each chapter, which includes one hard (paper) copy of the chapter and a signed Form NIH 414-7, "NIH Manual Chapter Concurrence and Approval Record."

2. Executive Officer Responsibilities:

If you are an Executive Officer then you must . . .

- designate your IC Manual System Contact (MSC) to serve as the liaison between your office and DMS by sending an email message to manuals@od.nih.gov and specify the name, organization, mailing address, telephone and fax numbers, and e-mail address of the MSC;

3. Issuing Office Responsibilities:

If you are an issuing office then you must . . .

- contact your IC Manual System Contact and work with them as needed throughout the procedures described in Section E.
- contact DMS at 301-496-2832 when you . . .

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- need assistance related to the NIH Manual System and your IC MSC is unavailable; or
 - are planning to revise an NIH form, or create a new NIH form that you will include in a chapter.
-
- write and revise all NIH Manual Chapters for which you have functional responsibility; (It is appropriate to write an NIH Manual Chapter when an NIH component plans to issue a policy that affects: (1) a significant number of people at NIH; or (2) people outside the policy issuing office.)
 - review and revise your chapters whenever there are substantive changes or within 5 years, whichever is first;
 - ensure that your chapter is grammatically correct, free of typographical errors, and written in the format that we recommend in this chapter, using Plain Language requirements;
 - submit draft chapters to DMS via e-mail to manuals@od.nih.gov for review and clearance within OMA;
 - ensure the appropriate review of your chapter by NIH reviewing offices and document that review by completing Section A of NIH Form 414-6, “NIH Manual Chapter Review Record” (the form is on-line at http://forms.nih.gov/adobe/misc/NH414_6.PDF);
 - maintain all substantive comments that you receive from the reviewing offices;
 - resolve and document issues that arise during the review process;
 - incorporate appropriate review comments into your chapter;
 - prepare your chapter in final form;
 - submit your chapter to the appropriate official for approval (see Section D.6. of this chapter);
 - submit your approved chapter to DMS in accordance with guidelines that we specify in this chapter; and

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- review your final chapter when we post it on the Web at the NIH Manuals System Web Site located at <http://www1.od.nih.gov/oma/manualchapters/> and notify DMS at 301-496-2832 about any necessary changes.

Note: In rare cases, when there is more than one issuing office for a chapter, a primary issuing office is designated and used as the contact point to coordinate necessary revision or rescission of the chapter.

4. Review and Concurrence Responsibilities:

We are committed to ensuring that information provided in NIH Manual Chapters is accurate and up-to-date. In order to accomplish this, we require issuing offices to clear their chapters with other offices and officials that may have an interest in a particular chapter. We summarize the most important review and concurrence requirements below.

If you are an issuing office and . . .	then . . .
you mention an organization (or make reference to an official at NIH) in your chapter	you must provide the organization (or identified individual) with the opportunity to review all or selected parts of your chapter.
your chapter is within the 6000 series	you must obtain concurrence from the NIH Head of the Contracting Activity (HCA)
your chapter involves legal matters	you must send it to the HHS Office of the General Counsel (OGC), located in Building 31, Room 2B-50, for review and comment. Call OGC first at 301-496-6043 to determine the appropriate name of the reviewer so you can send the chapter via email.

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If you are a reviewing office...	then...
	you must review the chapter and provide comments to the issuing office within 5 working days. Notify the Issuing Office if you need additional time. Use email or complete Section B of Form NIH 414-6 “NIH Manual Chapter Review Record” (the form is optional) and available on the Web at http://forms.nih.gov/adobe/misc/NH414_6.PDF to indicate your approval of the chapter and any changes that you are suggesting.

5. Manual System Contact (MSC) Responsibilities:

OMA maintains a formal liaison with each issuing office in the form of an MSC. We summarize the most important MSC requirements below.

If you are an MSC then . . .

- you must be knowledgeable about the NIH Manual System, this manual chapter, and the on-line web site;
- you must contact DMS at 301-496-2832 when you are planning to write, revise, or rescind a chapter;
- you must coordinate with the issuing office to ensure that format and clearance procedures are followed; and
- you must sign NIH Form 414-7, Section C, before the chapter is submitted for approval and posting.

6. Clearance and Approval Responsibilities for Final Chapters:

You must have one of the following officials sign the Approval Line of Section C of Form NIH 414-7, “NIH Manual Chapter Concurrence and Approval Record,” to indicate the official’s approval of the chapter. The form is available on the Web Site at http://forms.nih.gov/adobe/misc/NH414_7.PDF. Scroll down to NH414_7. (The form is also available on the NIH Forms Web Page in Filemaker format.)

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If your policy covers . . .	then . . .
general administrative issues, e.g., ethics, property, acquisition, etc.,	the Deputy Director for Management (DDM) must sign;
extramural policy issues, e.g., grants,	the Deputy Director for Extramural Research (DDER) must sign;
intramural policy issues,	the Deputy Director for Intramural Research (DDIR) must sign;
human resource issues,	the Director of Human Resources, NIH must sign and the DDM must concur;
information technology (IT) issues,	the NIH Chief Information Officer (CIO) must sign; or
finance, travel issues	the Deputy Chief Finance Officer (CFO) must sign.

Note: Some policies may cover more than one area as noted above. In these cases, the issuing office should discuss necessary clearances with the NIH Directives Officer in OMA.

E. What procedures do I follow to issue a new chapter, issue a revised chapter, or rescind an existing chapter?

1. How do I issue a new chapter?

- contact DMS at 301-496-2832 to discuss the chapter number, the title, management controls, and approval requirements;
- write a draft chapter in Word or WordPerfect using the format discussed in Section F of this chapter;
- send the draft chapter concurrently to appropriate reviewing offices, and to manuals@od.nih.gov for OMA review;
- incorporate review comments, if appropriate, and obtain a subsequent clearance from the original reviewing office providing the comments, if needed;

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- retain the official record copy of comments;
- prepare the final chapter and send the final chapter and NIH Form 414-7 for approval to the DDM, DDER, DDIR, NIH CIO, NIH Deputy CFO, or Director of Human Resources, NIH in accordance with Section D6 (see form on-line at http://forms.nih.gov/adobe/misc/NH414_7.PDF);
- send final, approved package to: NIH Directives Officer, DMS/OMA, 6011 Executive Blvd., Room 601-G, MSC 7669

The final package must include:

- (1) two paper copies of the complete chapter, including transmittal sheet, table of contents (optional), chapter text, and appendices (optional);
- (2) Word or WordPerfect copy of the information described above on disk or via e-mail to manuals@od.nih.gov;
- (3) signed NIH Form 414-7.

2. How do I revise an existing chapter?

- contact DMS at 301-496-2832 for the latest Word or WordPerfect version of the chapter you want to revise and for guidance concerning the best procedures to follow (minor editorial changes do not require all these steps);

Depending on the complexity and breadth of the changes, we may have a variety of options available that would speed up and simplify the revision process.

- send the draft chapter concurrently to appropriate reviewing offices, and to manuals@od.nih.gov for OMA review;
- incorporate review comments, if appropriate, and obtain a subsequent clearance from the original reviewing office providing the comments, if needed;
- retain the official record copy of comments;
- prepare the final chapter and send the final chapter and NIH Form 414-7 for approval to the DDM, DDER, DDIR, NIH CIO, NIH Deputy CFO, or Director of Human Resources, NIH in accordance with Section D6 (see form on-line at http://forms.nih.gov/adobe/misc/NH414_7.PDF);
- send the final, approved package to: NIH Directives Officer, DMS/OMA, 6011 Executive Blvd., Room 601-G, MSC 7669

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The final package must include:

- (1) two paper copies of the complete chapter, including transmittal sheet, table of contents (optional), chapter text, and appendices (optional);
- (2) Word or WordPerfect copy of the information described above on disk or via e-mail to manuals@od.nih.gov;
- (3) signed NIH Form 414-7.

3. How do I rescind an existing chapter?

- contact DMS at 301-496-2832 to discuss your rationale for rescinding the chapter;
- write a transmittal sheet explaining why you are rescinding the chapter and indicate, if appropriate, what other guidance is available for other manual users;
- submit the transmittal sheet via e-mail to manuals@od.nih.gov for OMA review;
- incorporate appropriate OMA comments into the transmittal sheet;
- send the final transmittal sheet and NIH Form 414-7 to the DDM, DDER, DDIR, NIH CIO, NIH Deputy CFO, or Director of Human Resources, NIH, in accordance with Section D6, for approval; and
- send the final approved package to: NIH Directives Officer, 6011 Executive Blvd., Room 601-G, MSC 7669

The final package must include:

- (1) two paper copies of the transmittal sheet;
- (2) Word or WordPerfect copy of the transmittal sheet on disk, or via e-mail to manuals@od.nih.gov;
- (3) signed NIH Form 414-7.

F. How do I format my NIH Manual Chapter?

You must prepare your chapter in Word or WordPerfect format. You must include a transmittal sheet and the chapter text. Additionally, you must include on each page required header information. Templates for the header information are available at the NIH Manual Chapters Web Site located on the Web at

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<http://www1.od.nih.gov/oma/manualchapters/>. Click on “How to Submit Chapters.” We encourage you to also include a table of contents, hyperlinks, and appendices as discussed below.

1. What is the transmittal sheet?

The transmittal sheet is the cover page which explains why you are writing, revising, or rescinding the chapter.

2. What do I need to know about the table of contents?

The table of contents highlights the design of your chapter. It is optional, but we recommend it if your chapter is longer than 10 pages.

3. What do I need to know about chapter text?

The chapter text is the body of your chapter. It is comprised of appropriate sections, beginning with capital letter designations (A,B,C, etc.) like those we used in this chapter. Issuing offices determine the appropriate section headings, with the exception of the last two sections which are required: **Records Retention** and **Management Controls**. (See <http://www1.od.nih.gov/oma/manualchapters/examples/manualchapters/chapters.html> . Scroll down to Sections H and I.)

4. What are hyperlinks?

Hyperlinks are automatic links to other Web Sites. Each hyperlink must include the complete Web address (URL) after the information that you want to hyperlink to. [Note: We will use this URL to create the hyperlink in the .html version of the chapter. The URL will also appear in the .pdf version of the chapter.] DMS will routinely set hyperlinks to existing NIH Manual Chapters and DOAs. URLs within the text of a document should appear without delimiters (angle brackets or parentheses).

5. What should I do with appendix information?

Appendix information is information that relates to your chapter but does not need to be included as part of the chapter text. This could include information that you reference in the chapter, e.g., a list of references, definitions that are too lengthy to include in the chapter text, or other explanatory information that relates to the chapter. You include a header with the chapter number, appendix number and date on each page of an appendix that you prepare for your chapter. You number appendices numerically (1, 2, 3 . . .). You submit appendix information in an

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electronic format if possible; otherwise, you can contact the NIH Directives Officer in OMA at 301-496-2832.

G. How do I get my NIH Manual Chapter distributed?

DMS posts all new and revised chapters on-line at the NIH Manual System Web Site. Subsequently, DMS distributes an e-mail notification on the NIH-MANUAL-CHAPTERS Listserv. You may subscribe to this Listserv at <http://www1.od.nih.gov/oma/manualchapters/> by clicking on “Sign-Up for E-mail Notification (on the left side of the menu) and following the directions to join the Listserv.

Paper copies of chapters are available for printing directly from the .pdf version of specific chapters at the NIH Manual System Web Site. A link to the .pdf version of each chapter is in the left frame.

H. What should I do if I have ideas for improving the NIH Manual System?

We welcome ideas or suggestions for improving the NIH Manual System. We encourage you to submit your ideas or suggestions to OMA by e-mailing them to manuals@od.nih.gov.

I. What records retention and disposal responsibilities do I have regarding a new, revised, or rescinded chapter?

Each manual chapter must contain a standard statement that covers the records retention and disposition requirements. This standard statement serves two purposes. It notifies NIH staff and contractors who must maintain official records covered by the policy about the specific records retention requirements for those records. This is done by including the appropriate citation from the NIH Records Control Schedule that relates to the specific records that must be maintained according to the policy requirements. The standard statement also reminds employees that e-mail messages that are evidence of NIH activities or have informational value are considered Federal records and must be appropriately maintained as part of the official record.

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Standard Records Retention and Disposal Statement - you must include the following information in *all* NIH Manual Chapters:

Records Retention and Disposal

“All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual 1743, "Keeping and Destroying Records, Appendix 1, "NIH Records Control Schedule," Item {insert as appropriate or check with your [IC Records Officer](#).}

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.”

Records Retention and Disposal - specifically for this chapter, NIH Manual 1710:

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of [NIH Manual 1743](#), “Keeping and Destroying Records,” Item 1100-F-1.

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees'

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supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

J. What management controls responsibilities do I have regarding a new, revised, or rescinded chapter?

You must include a management controls section at the end of your chapter unless the Division of Quality Management (DQM), OMA, determines that it is unnecessary. This requirement is based on the *Federal Managers' Financial Integrity Act of 1982* and *OMB Circular A-123, Management Accountability and Control* (31 U.S.C. 3512). The management controls section must include the standard statement provided below. For information regarding management controls, please contact DQM at 301-496-2461.

Standard Statement:

“MANAGEMENT CONTROLS: The purpose of this manual issuance is to [you describe the purpose].

1. Office Responsible for Reviewing Management Controls Relative to this Chapter (you must insert the name of the issuing office):

[You list the issuing office and any other offices that will share responsibility for coordinating the review procedure to ensure appropriate management controls are in place for the chapter. If an office outside of the issuing office is given responsibility for reviewing management controls, the issuing office must have documentation of the other office's concurrence.]

2. Frequency of Review (you list in years):

[You state how often the review will be required. This will be dependent on the level of risk posed if the chapter were not accurately followed (generally between 1 -5 years). The preferred option is to have controls “built into” automated systems so there is an ongoing control/reporting capability. (The issuing component should confer with DQM in developing the review schedule.)]

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3. Method of Review:

[You determine the type of review that most appropriately provides the program area the necessary documentation to show that the ICs are generally in compliance with the manual chapter.]

Type of Review (you describe): *[For example, an issuing component may decide to initiate an internal Risk Assessment (RA). If the findings of the RA were low risk, a 3-5 year follow-up review would be appropriate. However, if the findings indicated a medium or high risk, a 1-2 year follow-up review would be appropriate. Again, the preferred review option is to have controls built into automated systems, such as the NIH Business and Research Support System, so there is an ongoing review of the ICs compliance with the chapter. Reviews conducted should include a small sample of IC activities related to the chapter to ensure they are in compliance. When appropriate, reviews conducted by the OIG/GAO or program area may be used as an alternative management control review. Issuing components should confer with DQM for additional guidance.]*

4. Review Reports are sent to: _____

[Reports are sent to the NIH senior official responsible for the area covered by the chapter, i.e., Deputy Director for Management (DDM) for management/general administration, Deputy Director for Extramural Research (DDER) for extramural research, Deputy Director for Intramural Research (DDIR) for intramural research, NIH Chief Information Officer for information technology policy, NIH Deputy Chief Finance Officer for finance and travel policy, and Director of Human Resources, NIH for human resource policy. A copy of all review reports must also be forwarded to the DDM. If a chapter review covers more than one of these areas, a copy must be sent to the senior official for each of these areas.]

Management Controls - specifically for this chapter, NIH Manual 1710:

MANAGEMENT CONTROLS: The purpose of this chapter is to provide guidance on the NIH Manual System.

- 1. Office Responsible for Reviewing Management Controls Relative to this Chapter:** The Office of Management Assessment, Division of Management Support, has operational responsibility for the NIH Manual System.

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- 2. Frequency of Review:** On-going review. Chapters are reviewed by DMS prior to Issuing Office forwarding chapter in final to Approving Official. Chapters are reviewed annually and issuing offices are notified and requested to update chapters older than 5 years.
- 3. Method of Review:** DMS evaluates input from users based on e-mail, telephone calls, meetings and memoranda, and makes appropriate changes as needed.
- 4. Review Reports:** Are sent to the DDM upon request.

Writing NIH Manual Chapters - Summary of Information for Issuing Offices

1. **Contact:** NIH Directives Officer, DMS at 301-496-2706 when you are drafting a chapter; discuss chapter number and proposed title. This enables DMS to be aware of upcoming changes and notify appropriate OMA staff to ensure timely review of the chapter once it is submitted by Issuing Office.
2. **Develop draft chapter** - templates are available at <http://www1.od.nih.gov/oma/manualchapters/> - "How to Submit Chapters" - "Submitting Manual Chapters." Sample templates for both the transmittal sheet and chapter text are available in Word (.doc) and .pdf formats. (Chapters may also be submitted in WordPerfect, although no template is available.)
 - **Header information** is *optional on draft chapters* but required on final chapters. With the exception of the transmittal sheet, all pages (e.g., table of contents, chapter text, and appendices) require header information;
 - **Table of Contents** is optional but recommended for chapters > 10 pages long;
 - **Appendices** are optional, depending on chapter content;
 - **Required:** specific text for *last 2 sections* of chapter: (1) **Records Retention and Disposal** and (2) **Management Controls**; and
 - **Hyperlinks** - type out URL's for hyperlinks in Word or WordPerfect version of chapter (DMS will set hyperlinks in .html version).
3. **Submit draft chapter in Word or WordPerfect to:**
 - OMA* for review and comment (please submit via e-mail to: manuals@od.nih.gov);
 - any organization/individual title specifically mentioned in chapter text (to ensure concurrence); and
 - issuing office internal offices for review as necessary.
4. **Incorporate appropriate reviewer comments & prepare final chapter.**
5. **Send final chapter:**

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Appendix 1

Writing NIH Manual Chapters - Summary of Information for Issuing Offices

- for approval by DDM, DDER, DDIR, NIH CIO, NIH Deputy CFO, or Director of Human Resources, NIH (2300 series only), as appropriate
- for final processing to NIH Directives Officer, DMS (6011 Exec. Blvd./601G).

The final package must include:

- (1) two paper copies of the complete chapter, including transmittal sheet, table of contents (optional), chapter text, and appendices (optional);
- (2) Word or WordPerfect copy of the information described above on disk or via e-mail to manuals@od.nih.gov;
- (3) signed NIH Form 414-7.

***OMA Review:** OMA staff review chapters based on specific functional areas, including forms, records, Privacy Act, etc. DMS coordinates OMA review and comments, and returns appropriate comments to issuing office for consideration/negotiation as necessary.